

# CITY OF LINCOLN, NEBRASKA

## ONLINE BIDDING

*\*These instructions are written using Internet Explorer 6 on Windows XP. If you are using a different web browser or operating system, dialog boxes may differ from instructions.*

### Step 1. Download Expedite file from Purchasing site.

Go to the City's Website at <http://lincoln.ne.gov>. Type "**bid**" in the Search box, select **Keyword** as search type (if not already selected) and click the **Search** button.

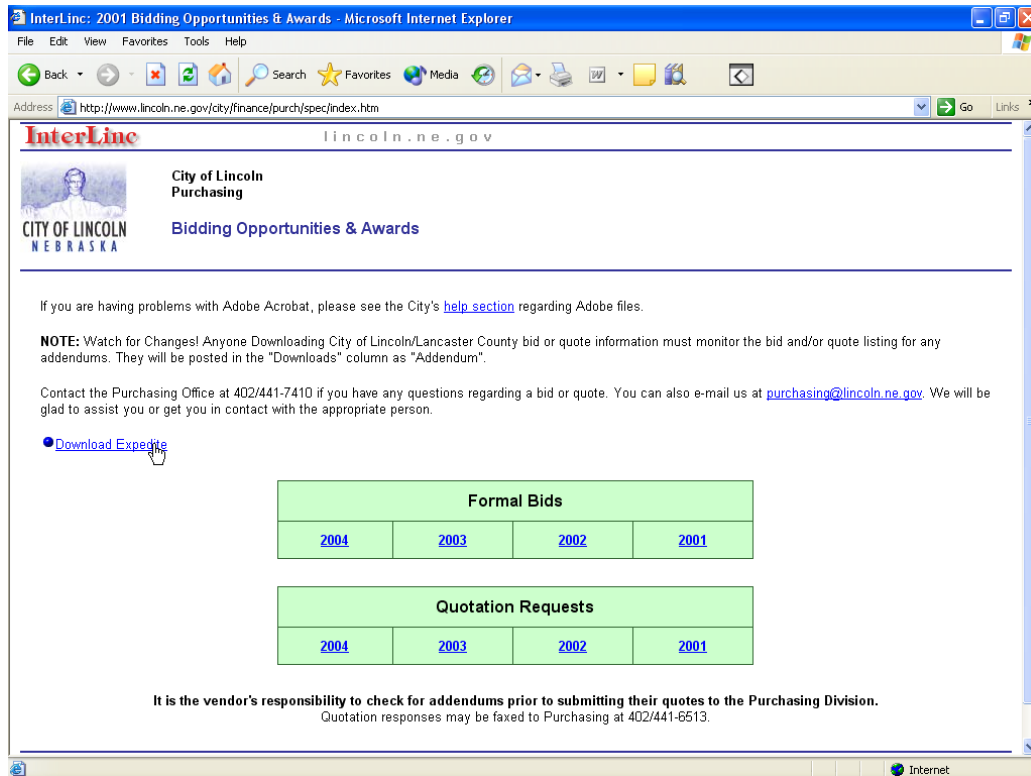


Figure 1

The **Bidding Opportunities and Awards** page loads.

Click the **Download Expedite** link.

Click **Save** to save the Expedite program on your hard drive.

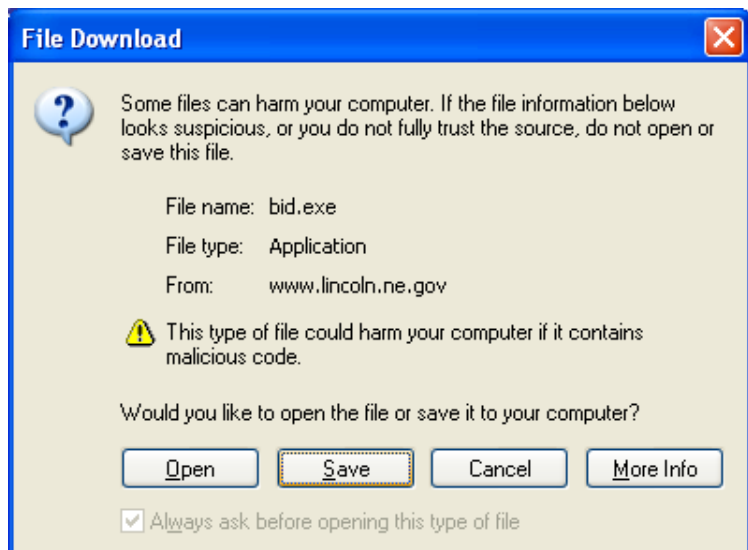


Figure 2

The **Save As** dialog box appears.

Create a new folder in “C:\Program Files\” called **Expedite**.

*\* For assistance creating **Expedite** folder, please refer to Appendix A-1.*

Accept the default file name **bid.exe**.

Click **Save**.

The Expedite file download begins.

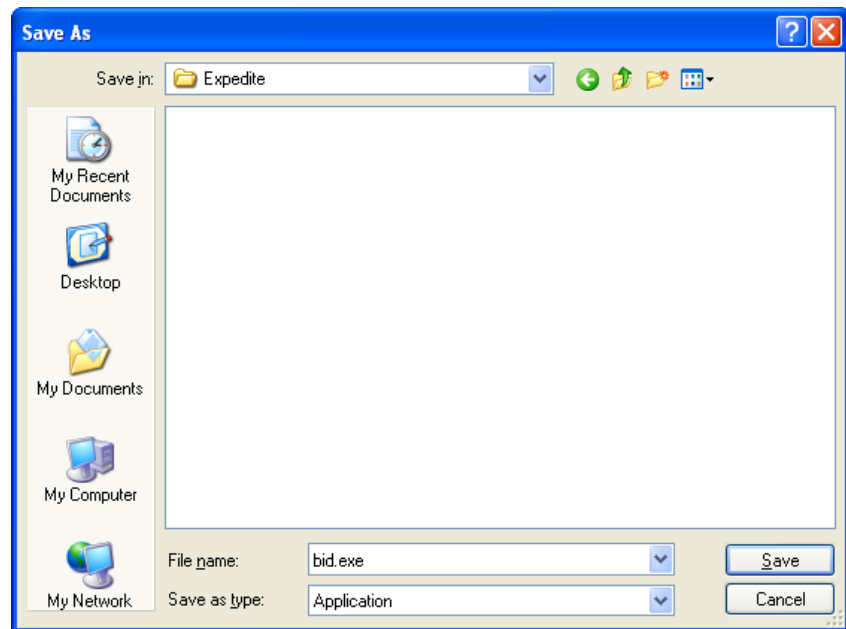
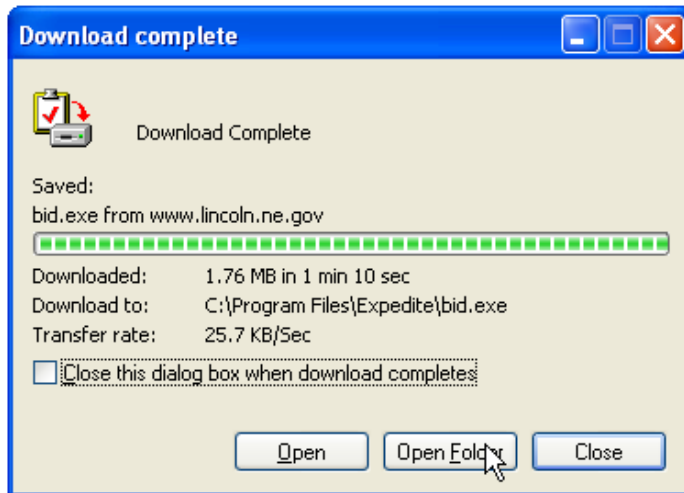


Figure 3



The **Download complete** dialog box appears to indicate the file has been successfully downloaded to your computer's hard drive.

Click the **Open Folder** button.

Figure 4

## Step 2. Create and Rename Desktop Shortcut

Right-click the **bid.exe** file.

Position the mouse over **Send To**, and then click **Desktop (create shortcut)**.

An icon appears on the desktop.

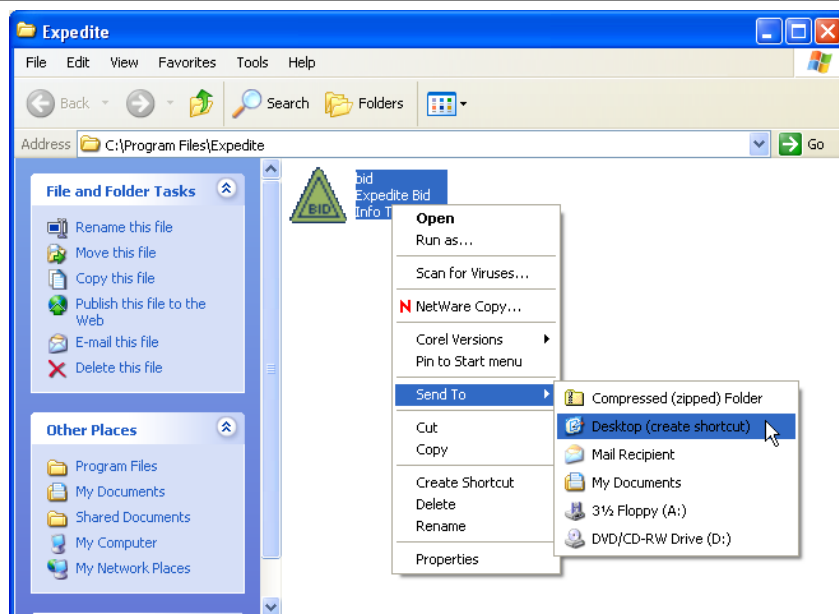



Figure 5

Go to the desktop by right-clicking an empty area of the taskbar and choosing **Show the Desktop** or by clicking the **Show Desktop** button. 

Click the text **Shortcut to bid.exe**, wait a moment, and then click the text again. The text becomes highlighted, as shown in *Figure 6*.

Type **Expedite** and press Enter. The shortcut is renamed “Expedite”.

Figure 6



### Step 3. Open Expedite and Set Up Program

The first time you open Expedite, there will be a **New Installation** message box, as shown in *Figure 7*. Click **OK**.

The **BID Options** dialog box appears.



Figure 7

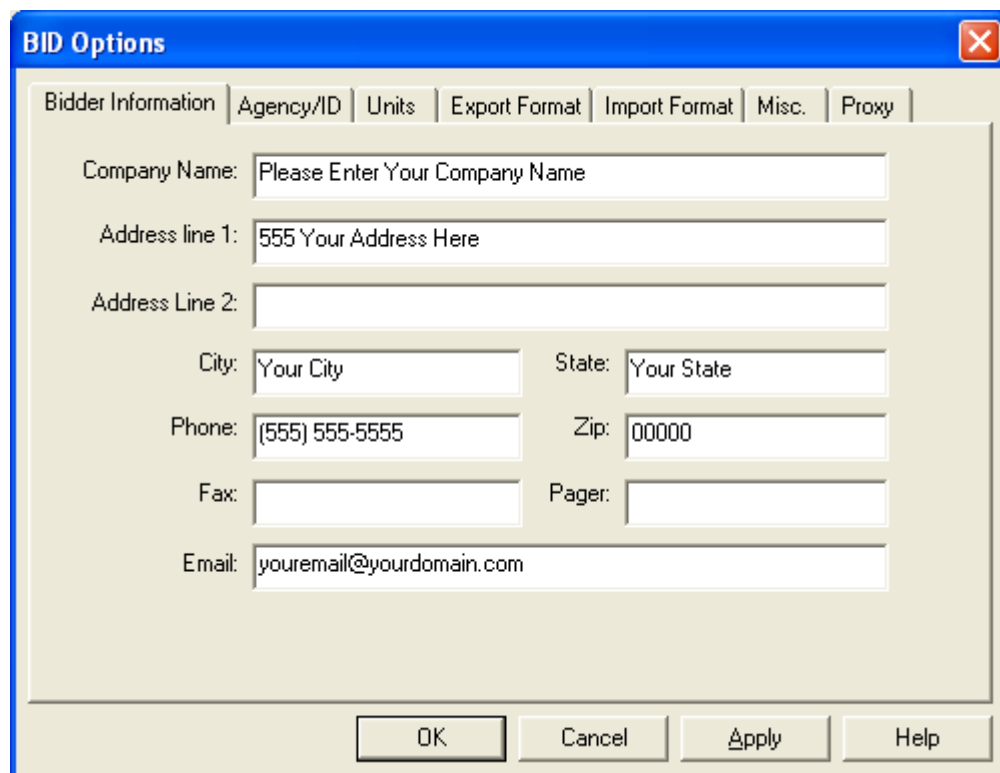


Figure 8

Enter your organization’s information under the **Bidder Information** tab of the **BID Options** dialog box.

Click **OK**.

Minimize the Expedite program window.

## Step 4. Download the Electronic Bid Submittal (EBS) file from the Purchasing web site

*Prior to completing the following instructions, you may want to create a folder to store you bid files. If you need assistance, please follow the steps in Appendix A-2.*

Go to the City's Website at <http://lincoln.ne.gov>. Type "**bid**" in the Search box, select **Keyword** as search type (if not already selected) and click the **Search** button.

Locate the correct project.

The screenshot shows the City of Lincoln Purchasing website. At the top, there is a header with the "InterLine" logo and the URL "lincoln.ne.gov". Below this, there is a navigation bar with the "City of Lincoln Purchasing" logo and the text "2004 Bidding Opportunities & Awards Specs 00-000 and above". A note states: "\*All files in Acrobat (PDF) format unless otherwise specified." Below this, there is a list of projects, with the first one being "Specs 00-000 and above". A table follows, listing projects with columns for NO., Downloads, Description, Date Advertised, Bid Opening (Tentative), Recommend/ Award Contractor, and Amount. The first row shows a project with the description "Description of Project Here", date "10/13/04", and bid opening "11/10/04". Below the table, there is a "Next" link. At the bottom, there are links for "Bidding Opportunities" and "Purchasing".

NO.	Downloads	Description	Date Advertised	Bid Opening (Tentative)	Recommend/ Award Contractor	Amount
Project Number	<a href="#">Download EBS file</a> <a href="#">EBS Addendum</a>	Description of Project Here	10/13/04	11/10/04		

Figure 9

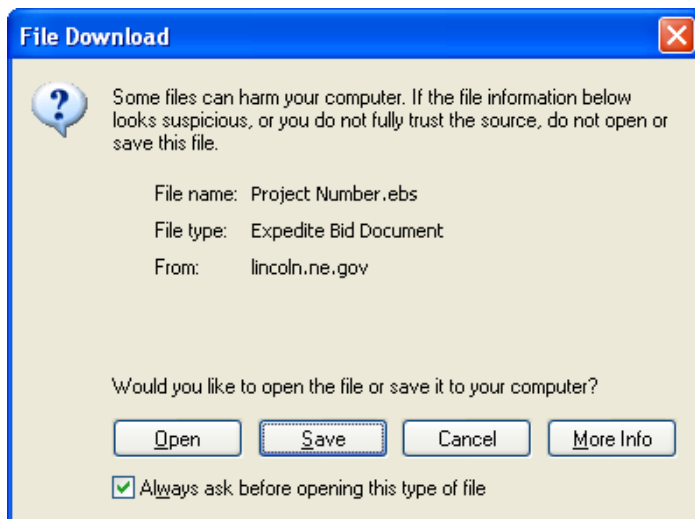


Figure 10

The project opens bringing the bid information on the screen, as shown in Figure 12.

Click the **Download EBS file** link.  
Click **Open** to open the EBS file with the Expedite program.

Enter your **Bidder ID\***.

\*The Bidder ID is a number assigned to you by Engineering Services. If you do not have a Bidder ID, you will need to contact Engineering Services at 441-7540.

Click **OK**.

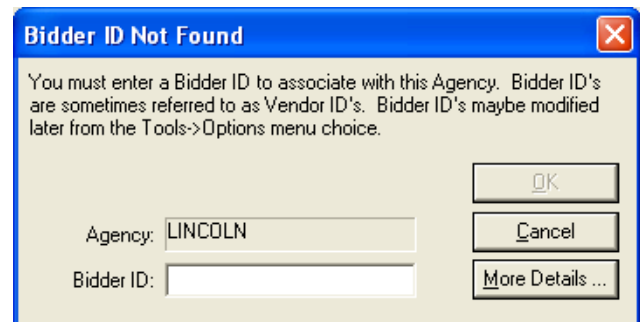


Figure 11

## Step 5. Enter Your Bid Information

Notice two folders are red and one is green.

The green folder indicates there is no entry needed.

The red folder indicates something needs to be entered.

Figure 12

Line	Item	Quantity	Unit	Unit Price	Extension
<b>Section 0001</b>					
<b>Items in Section One</b>					
0001	02.0030 Tree Removal (24" to 35")	6.000	Ea.		
0002	02.0060 Stump Removal (24" to 35")	6.000	Ea.		
0003	02.0090 Remove & Replace Fence	21.000	L.F.		
<b>Section 0002</b>					
<b>Items in Section Two</b>					
0004	07.0020 Concrete Sidewalk, 4" Thick	21.000	S.F.		
0005	08.0025 Modular Block Retaining Wall	21.000	S.F.		
0006	08.0040 Handrails, Complete	21.000	L.F.		
0007	08.0030 Concrete for Steps (In Place)	12.000	C.Y.		


Click on the red folder labeled **Schedule Of Items**.

The **Unit Price** text boxes appears.

This is where you enter your bid prices for each item.

Figure 13

After entering bid amounts for each item, the folder turns green.

If it does not turn green, click on the **Check Bid** button  to see what was missed.

The green folder indicates all fields are complete.

If there are no Addenda, skip to **Step 7**. To download and enter Addendum information, continue with **Step 6**.



Line	Item	Quantity	Unit	Unit Price	Extension
<b>Section 0001</b>					
<b>Items in Section One</b>					
0001	02.0030 Tree Removal (24" to 35")	6.000	Ea	12.39000	74.34
0002	02.0060 Stump Removal (24" to 35")	6.000	Ea	21.39000	128.34
0003	02.0090 Remove & Replace Fence	21.000	L.F.	636.00000	13,146.00
<b>Section 0002</b>					
<b>Items in Section Two</b>					
0004	07.0020 Concrete Sidewalk, 4" Thick	21.000	S.F.	32.00000	672.00
0005	08.0025 Modular Block Retaining Wall	21.000	S.F.	345.00000	7,245.00
0006	08.0040 Handrails, Complete	21.000	L.F.	29.00000	609.00
0007	08.0030 Concrete for Steps (in Place)	12.000	C.Y.	98.00000	1,176.00
<b>Bid Total:</b>					<b>23,060.68</b>

Figure 14

## Step 6. Download and Enter Addenda Information

### Download Addenda

Go to the Purchasing “Bidding Opportunities and Awards” page (lincoln.ne.gov, Keyword: “bid”) and locate the correct project.

Click the **EBS Addendum** link. The **File Download** dialog box appears.

Click **Save**. The **Save As** dialog box appears.

Click the **Save in:** drop-down list at the top of the dialog box to choose the location to save the file.

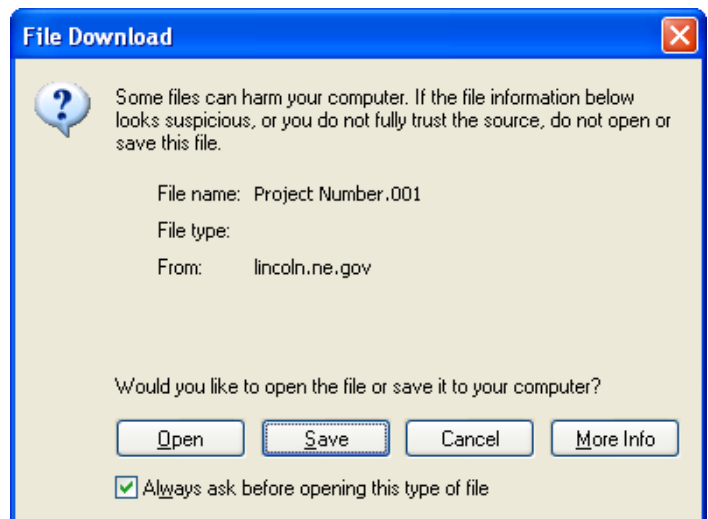


Figure 15

Click on **Local Disk (C:)**, double-click **My Documents** and choose the **Bid Files** folder (or the folder you have chosen to save bid files).

*\*For assistance creating **Bid Files** folder, see Appendix A-2*

Click **Save**. When the download is complete, click **Close** to close the **Download Complete** dialog box.

### Open Addenda

Open the project in Expedite (if necessary).

Choose **File – Load Amendment...** The **Open Amendment File** dialog box opens.

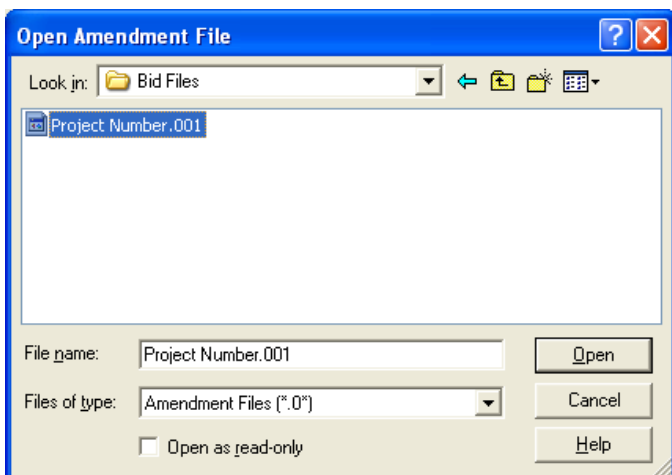


Figure 16

Select the correct file (Saved in C:\My Documents\Bid Files\ folder) and click **Open**. You may need to change the **Files of type:** drop-down box to **Amendment Files (\*.0)**. Click **Open**.

The **Amendment Changes** dialog box appears. Click **OK**. The **Schedule of Items** folder turns red, once again, to indicate that you now need to enter additional information to complete the bid.

Fill in your **Unit Price** bids to complete the bid. The **Schedule of Items** folder turns green to indicate the bid is complete.

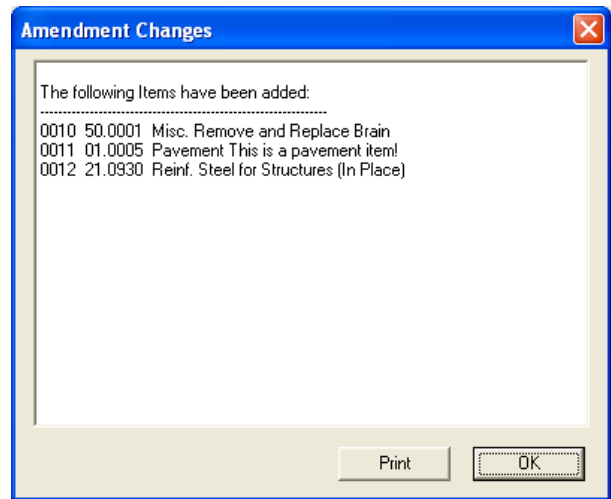


Figure 17

If it does not turn green, click on the **Check Bid** button  to see what was missed.

## Step 7. Save and Print your Bid Proposal

### Save the File

Select **File** from the menu and choose **Save As** to save a copy of your bid proposal.

Change the **Save in** drop-down box to **C:\My Documents\Bid Files**.

*It is important to name the file correctly so City staff can keep track of files from multiple vendors!*

Name the file using your **Bidder ID**, a dash, and the **Project Number**.

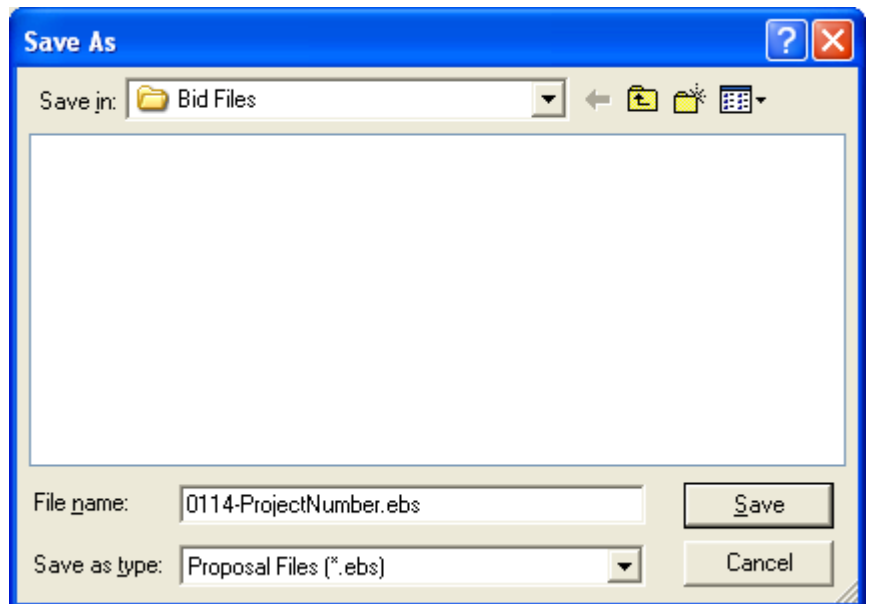


Figure 18

Click **Save**.

The **Bid – Save to Floppy** dialog box appears.

You must turn in a floppy disk with your printed bid proposal. Insert a blank floppy disk in the floppy drive and click **Save to A:**.

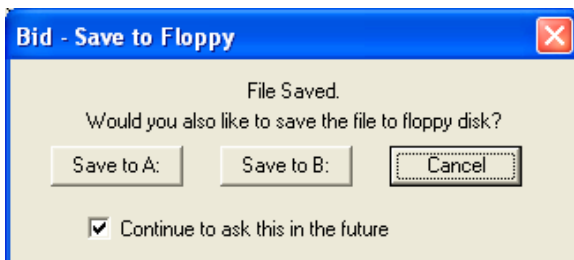


Figure 19

The file is now copied to your floppy disk.

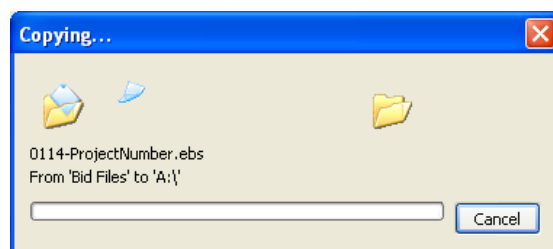


Figure 20

## **Print the File**

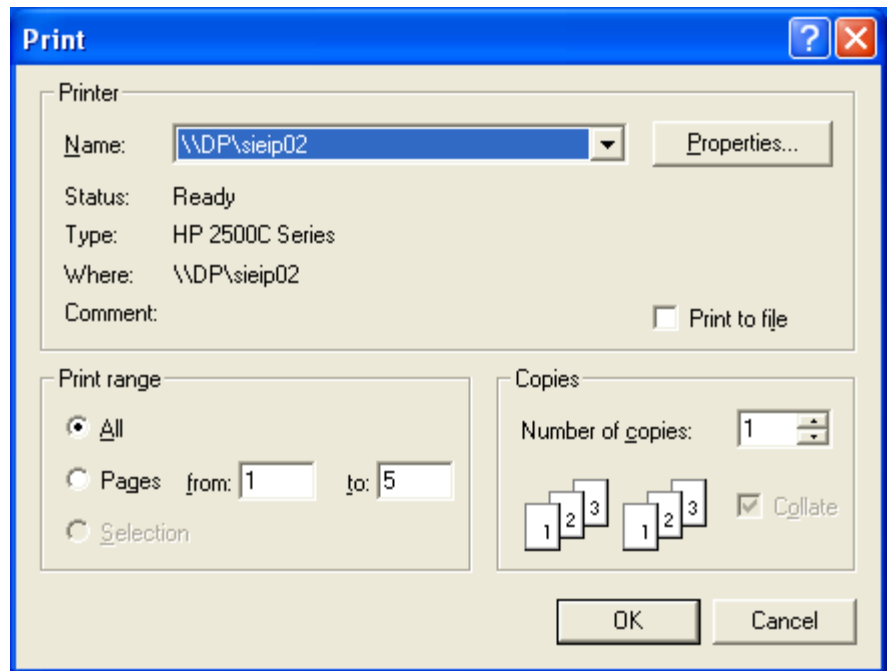
Select **File** from the menu and choose **Print** (You must turn in a printed copy, as well as an electronic copy of the bid proposal).

The **Bid – Save to Floppy** dialog box will appear again. You may click **Cancel** because you already saved your bid proposal to the floppy in the previous step.

The **Print** dialog box appears.

Choose the correct printer from the **Name** drop-down box.

Verify that **All** is selected for **Print range**.



*Figure 21*

Enter the **Number of copies** you wish to print.

Click **OK** to print the document.

Turn in your printed copy and floppy diskette (or CD) to Purchasing by noon on the scheduled bid date.

If you have any questions about the process or the Expedite software, please call Engineering Services at 441-7711.

## **Feedback**

We appreciate your comments! If you have any suggestions on how to improve the process, or tips and tricks we may have missed, please let us know.

Email us at:

[sideus@lincoln.ne.gov](mailto:sideus@lincoln.ne.gov)

-or-

[mzuhlke@lincoln.ne.gov](mailto:mzuhlke@lincoln.ne.gov)



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## APPENDIX

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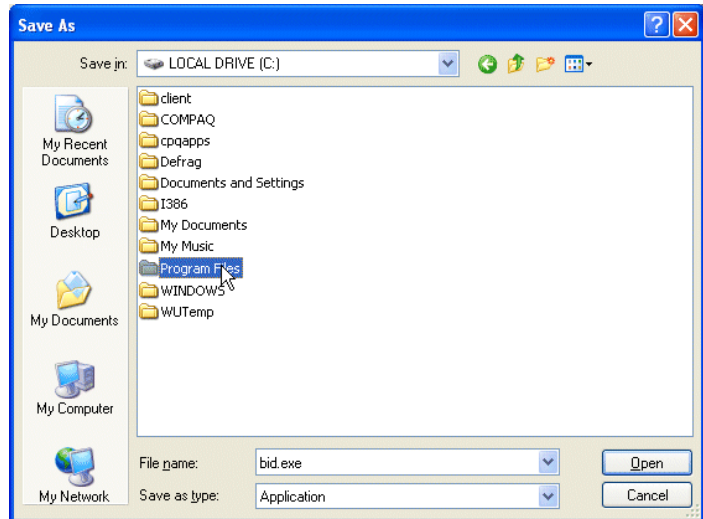
*\*These instructions are written using Windows XP. If you are using a different operating system, dialog boxes may differ from instructions.*

### A-1. Create “Expedite” Folder in “Program Files”

From the **Save As** dialog box, click the arrow next to the **Save in:** drop-down box. Choose the local hard drive (usually indicated by **(C:)** ), if necessary.

Double-click **Programs Files** in the folder list.

Click the **Create New Folder** button that is located at the top of the dialog box. A new folder appears with the default name **New Folder**.



With the **New Folder** text highlighted, type **Expedite** to rename the folder. If the **New Folder** text is not highlighted, right-click the folder icon, choose **Rename**, then type **Expedite**.


Press **Enter** to accept the new folder name.

Double-click the new **Expedite** folder that you just created.

Continue with the step beginning with “Accept the default file name...” in Step 1 of the City of Lincoln Online Bidding instruction sheet.

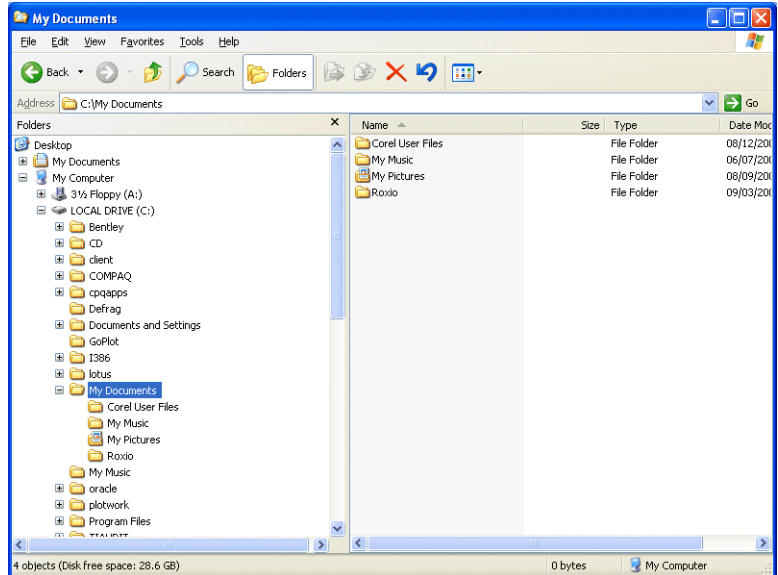
## A-2. Create "Bid Files" folder

Open Windows Explorer by clicking **Start – Programs – Windows Explorer**.

Expand **My Computer** by clicking the small plus sign  to the left of the folder icon in the left Explorer pane (if necessary).

Expand the **local hard drive** (usually indicated by **(C:)**), if necessary.

Click on the **My Documents** folder. The Contents of **My Documents** are displayed in the right Explorer pane.



Left Explorer Pane

Right Explorer Pane

Click on **File** at the top-left corner of the Explorer window and choose **New – Folder**. A new folder appears in the right Explorer pane, with the default name **New Folder**.



With the **New Folder** text highlighted, type **Bid Files** to rename the folder. If the **New Folder** text is not highlighted, right-click the folder icon, choose **Rename**, then type **Bid Files**.

Click **File – Close** to exit Windows Explorer.

Continue with the City of Lincoln Online Bidding instruction sheet.